






Putting It All Together with PowerPoint 97

What you will learn from this lesson

With PowerPoint 97 you will:

-  Create an outline in Word 97.
-  Import an outline into a PowerPoint 97 presentation.
-  Create a data table and a chart in Excel 97.
-  Import a chart into a PowerPoint 97 presentation.
-  Modify an Excel 97 chart in a PowerPoint 97 presentation.

What you should do before you start this lesson

Using Word 97 to create a presentation with PowerPoint 97

1. Start Word 97.
2. Open a new document.

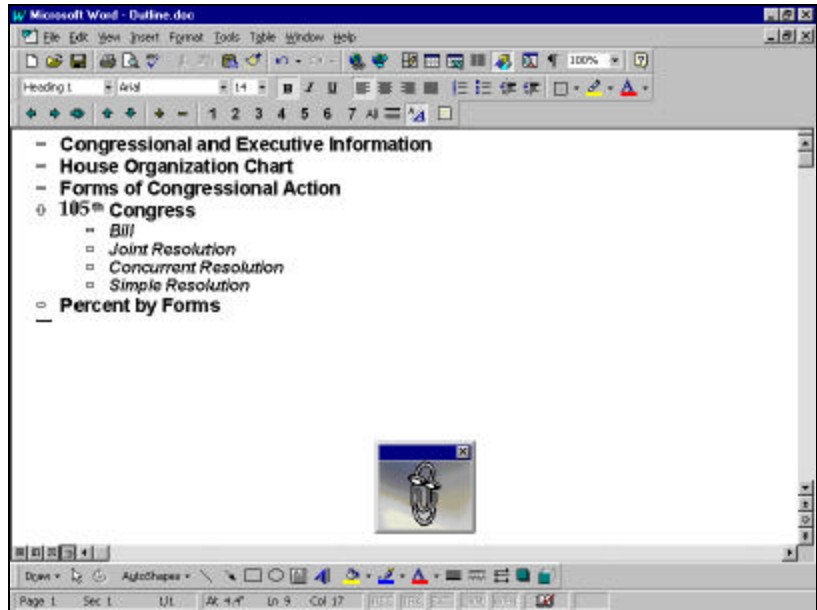
Using Word 97 to create an outline to import

Throughout this book you have been building one skill upon another to create a presentation using PowerPoint 97. You can apply these skills to tasks in and out of the classroom. This chapter incorporates an outline created in Word 97 and a chart created with Excel 97 into a PowerPoint 97 presentation.

Word 97 can be used as a first step in creating a presentation. Using the Outline feature in Word 97 can be an excellent way to organize your ideas.

Creating an outline in Word 97

1. On the **View** menu, click **Outline**.
2. Type the list that appears in the next screenshot.
3. On the **File** menu, click **Save**.
4. In the **File name** box, type *Outline*, and click **Save**.
5. Close the document, and quit Word 97.



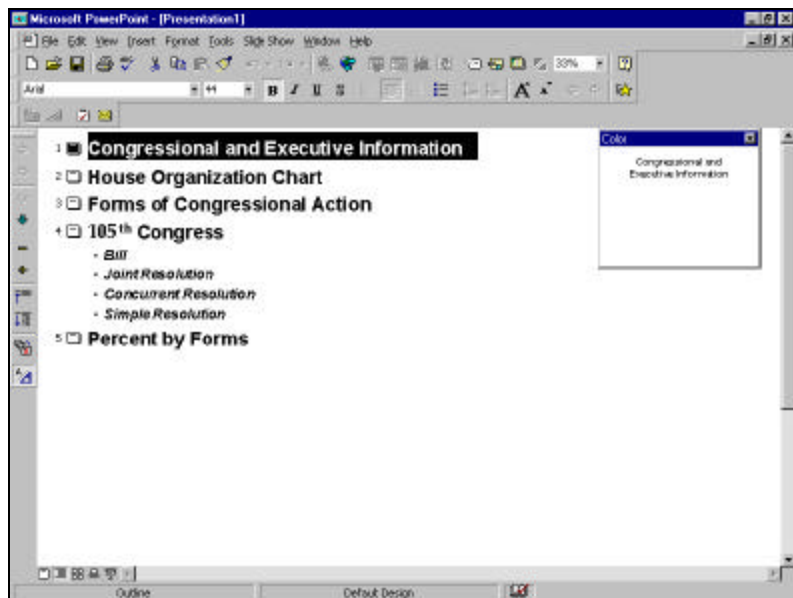
Importing a Word 97 outline into PowerPoint 97

Note
Office 97 documents, including those created in Word, Excel, and PowerPoint, are saved to the My Documents folder.

Using Word 97 document into a PowerPoint 97 presentation is quick and easy. You can add text, graphics, and charts to add value to your concepts and visually reinforce your presentation.

Moving a Word 97 chart to PowerPoint 97

1. Start PowerPoint 97.
2. Click **Open an Existing Presentation**, and click **OK**.
3. In the **Open** dialog box, click the **Files of Type** down arrow, and then click **All Outlines**.
4. Double-click **Outline.doc** to open the file.



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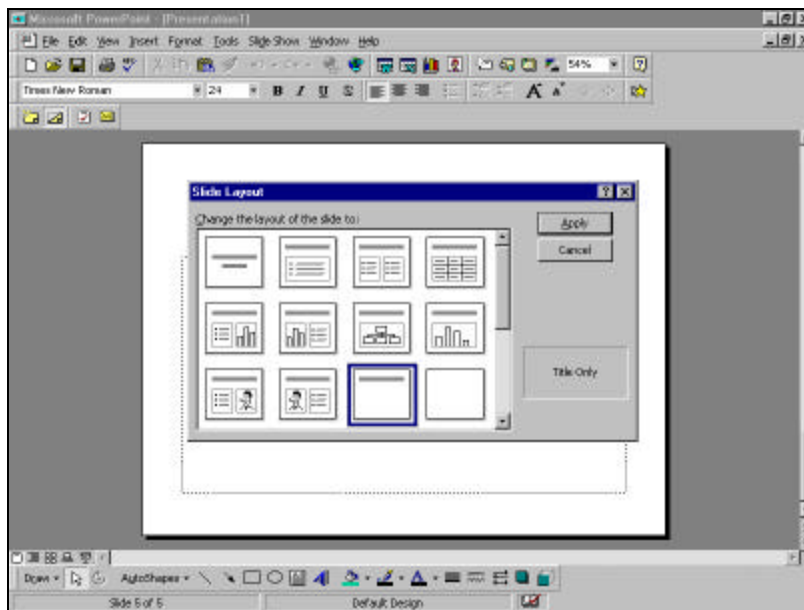
PowerPoint 97 automatically imports your outline into your presentation. Then you can include the details in the rest of your presentation.

Using Excel 97 to create a chart

You may want to use Excel 97 to create a chart, especially if the chart will be complex. Excel 97 has more advanced and flexible chart and graphing capabilities. Also, you can select specific parts of an Excel 97 data file to create a PowerPoint 97 chart.

Moving slides via the outline and changing slide layouts

1. Double-click the slide icon to the left of slide 5, Percent by Forms.
2. On the **Format** menu, click **Slide Layout**.
3. Click the **Title Only** AutoLayout, and click **Apply**.



This page features only a title, leaving the rest of the page to your own imagination. Using Excel 97 you can create a graph to use in a presentation. This section assumes that you have either completed *In and Out of the Classroom with Excel 97* or you are familiar with the program. If you do not have Excel 97 or you are not familiar with the program, go to "How you can use what you learned."

Note

If your keyboard does not have the Windows logo key, or you need help bringing an Excel 97 chart into PowerPoint 97, ask Office Assistant how to import an Excel worksheet or chart.

Creating a chart with Excel 97

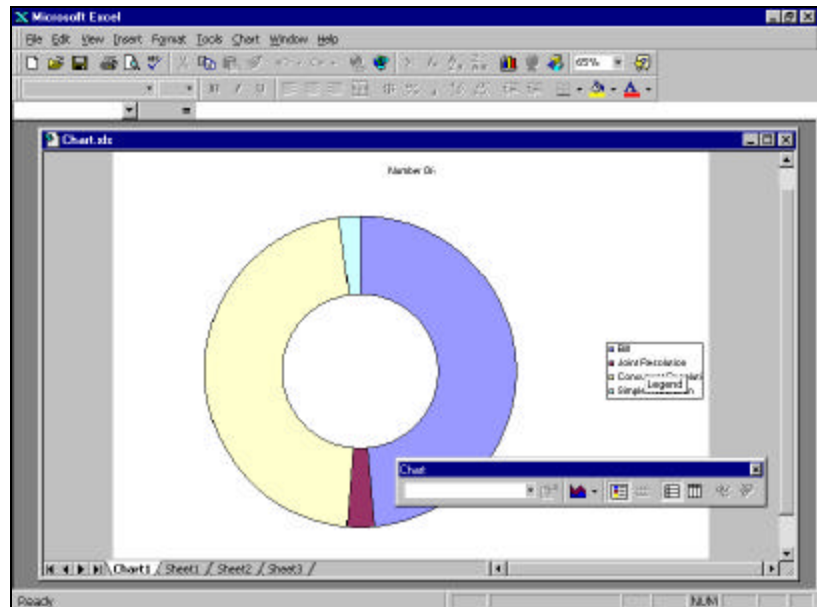
1. Press the Windows logo key on your keyboard.
2. On the **Start** menu, click **New Office Document**.
3. On the **General** tab, double-click **Blank Workbook**.
4. Type the following data.

	Bill	Joint Resolution	Concurrent Resolution	Simple Resolution
Number Of:	4545	263	4344	198

5. Create a doughnut chart from the data on a new sheet.
6. On the **File** menu, click **Save**.
7. In the **File name** box, type *Chart.xls*, and click **Save**.
8. Quit Excel 97.

Note

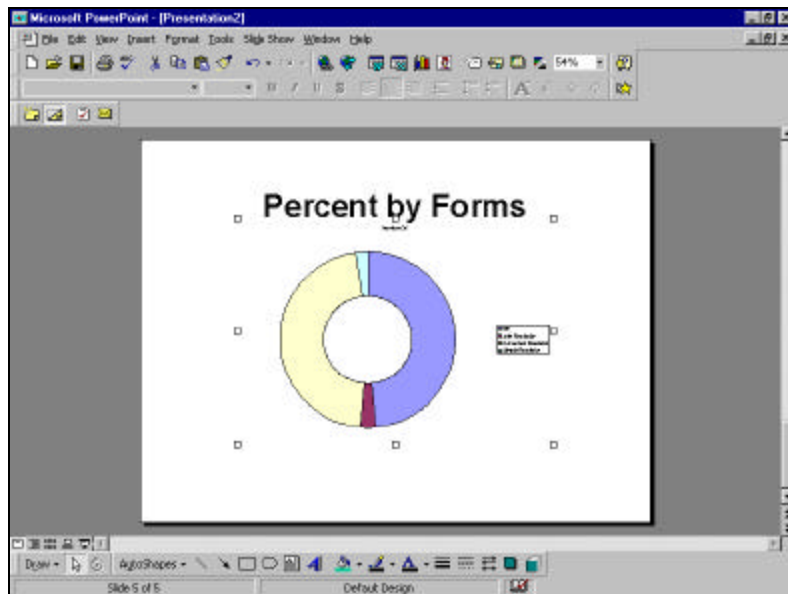
If you need help creating the doughnut chart, select the data and labels, and on the Standard toolbar, click the **Chart Wizard** button.



Importing an Excel 97 chart into PowerPoint 97

If PowerPoint 97 is the only other application running, it will automatically appear. Otherwise, press ALT +TAB until the PowerPoint 97 graphic is selected, and release the keys. Slide 5, Percent by Forms is on-screen.

1. On the **Insert** menu, click **Object**.
2. In the **Insert Object** dialog box, click **Create from File**, and then click **Browse**.
3. Locate the *Chart.xls* document, and click **OK**.



Now that the chart is in your presentation, you can edit and change it like any other object.

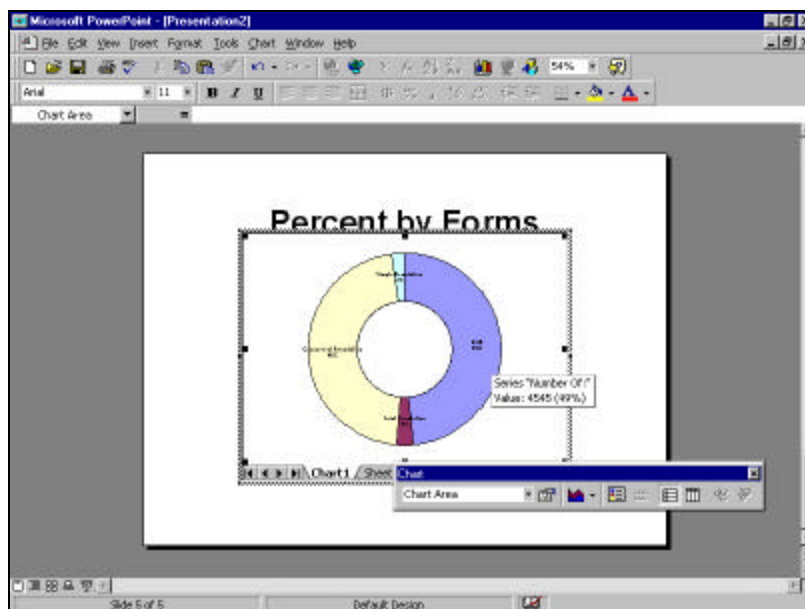
Modifying an Excel 97 chart in PowerPoint 97

Editing an Excel 97 object in PowerPoint 97

1. In PowerPoint 97, double-click the chart, click the chart title ("Number Of:"), and press DELETE.
2. On the Chart toolbar, click the **Format Data Series** button, click the **Data Labels** tab, click **Show label and percent**, and then click **OK**.
3. On the Chart toolbar, click the **Legend** button.

Note

PowerPoint 97 will show a sign that identifies each element of the chart.



The size of the object and font size can be changed just as you changed the chart in the previous slide. When you have finished modifying the chart, save it, and review it in the Slide Sorter view. Close the PowerPoint presentation without saving (unless you made changes in the review).

How you can use what you learned

PowerPoint 97 can be used to take the key elements of Word 97 and Excel 97 and combine them in your presentations. Using the Word 97 capacity for powerful text editing and the dramatic charts in Excel 97, you can produce dynamic presentations and lessons for use in and out of the classroom.






Extensions

Both the outlining and chart features of Word 97 and Excel 97 expand the use of PowerPoint 97 features. Outlines can help you and your students organize ideas. Charts help turn lists of numbers into very understandable information.

Experiment with the different software packages to see what helps you most. In the case of charts, sometimes it will help to take the same data and look at in different chart types to help get your point across. For instance, try using a bar chart instead of a pie chart to present information on congressional actions.

Summarizing what you learned

In this chapter you have explored and practiced:

-  Creating an outline in Word 97.
-  Importing an outline into a PowerPoint 97 presentation.
-  Creating a data table and a chart in Excel 97.
-  Importing a chart into a PowerPoint 97 presentation.
-  Modifying an Excel 97 chart in a PowerPoint 97 presentation.